WESTFIELD ACADEMY AND CENTRAL SCHOOL
Board of Education

Regular Business Meeting

PROPOSED AGENDA
Monday, April 8, 2019
7:00 p.m.

1.0 Call to Order

2.0 Presentation:
   2.1 Presentation and Discussion: Proposed 2019-20 Budget: David Davison
   2.2 Wall of Fame – Scott Cooper (enclosure #1)
   2.3 Student 3-8 State Assessment Performance and Graduation Rates – Molly Anderson

3.0 Public Comment – Proposed 2019-20 Budget

4.0 Information and Discussion Items
   4.1 Communications to the Board
      a. CCSBA Executive Committee Members - Balloting (enclosure #2)
   4.2 Discussion Items
      b. First Reading of Policy #7522 (enclosure #3)

5.0 Reports
   5.1 Superintendent’s Report
   5.2 Elementary Principal’s Report
   5.3 Secondary Principal’s Report

6.0 Consensus Items
   6.1 Request to Withdraw a Specific Consensus Item(s)
   6.2 Motion to Approve Consensus Items:
      a. Minutes of the Supplemental Business Meeting of March 25, 2019. (enclosure #4)
      b. Acceptance of the recommendations from the Committee on Special Education and
         Committee on Preschool Special Education dated March 21, 2019 through April 3,
         2019.

7.0 Public Comment

8.0 Action Items
   8.1 New Business
      a. Where As, the BOE of the Westfield Academy and Central School District has reviewed
         the Commitment Statement from Erie2 – Chautauqua - Cattaraugus BOCES for the
         services to be provided during the 2019-20 school year, and
Where As, the Board of Education of the Westfield Academy and Central School District agrees that such services are required to complement the existing educational program, therefore,

Be It Resolved, that the services to be provided and the cost portion are acceptable to this district.

b. WHEREAS, the Westfield Central School District, Chautauqua County, New York (the “District”), after consultation by District officials with the District’s retained architectural firm (Gordon W. Jones Associates, Architects, P.C.), has resolved that the District should propose to undertake, during the District’s pending (2019-2020) fiscal year, a capital outlay project involving modest upgrades and improvements at the District’s K-12 school building, such work being anticipated to include, but not necessarily to be limited to, parking lot reconstruction and paving work and the expansion of the District’s existing security camera and emergency notification light systems (collectively, the “Project”); and

WHEREAS, the estimated maximum cost of the Project (inclusive of all preliminary and incidental costs) has been determined by Gordon W. Jones Associates, Architects, P.C. to be $100,000; and

WHEREAS, the District is proposing that the Project be financed by the application of $100,000 of funds to be earmarked for such purpose as a “Transfer to Capital Fund” in the District’s pending (i.e., 2019-2020) budget, with the work on the Project being anticipated to occur (and be completed) during the 2019-2020 fiscal year of the District; and

WHEREAS, in accordance with State Education Department guidance and policy, the District/Board of Education is the appropriate agency to be the lead agency to undertake Project review under the State Environmental Quality Review Act (“SEQRA”); and

WHEREAS, Section 617.5 of the SEQRA Regulations (6 NYCRR Part 617) provides that certain activities are Type II actions which are not subject to review under SEQRA and that such activities include “routine activities of educational institutions,” “maintenance or repair involving no substantial changes in an existing structure or facility,” “replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site...unless such action meets or exceeds any [Type I] thresholds in section 617.4” and/or “emergency actions that are immediately necessary on a limited and temporary basis for the protection or preservation of life, health, property or natural resources, provided that such actions are directly related to the emergency and are performed to cause the least change or disturbance, practicable under the circumstances, to the environment”; and

WHEREAS, the proposed Project constitutes such routine activities of educational institutions; maintenance or repair activities; and/or in-kind, same-site replacement, rehabilitation or reconstruction activities not exceeding Type I thresholds; and

2
WHEREAS, while Gordon W. Jones Associates, Architects, P.C. has determined that the proposed work involved with the Project is exempt from review by the State Historic Preservation Office ("SHPO"), given that it has no anticipated impacts on cultural resources under the terms of the Letter of Resolution between SHPO and the New York State Education Department, Gordon W. Jones Associates, Architects, P.C. may nonetheless submit information on the work to SHPO for confirmation;

NOW THEREFORE, BE IT RESOLVED, that it is the final determination of the District’s Board of Education that the proposed Project is a Type II action, which is not subject to review under SEQR, and that the proposed Project will not result in a significant adverse impact on the environment; and be it further

RESOLVED, that the proposed Project shall be included as a “Transfer to Capital Fund” line item (not exceeding $100,000 in amount) in the District’s proposed budget for the 2019-2020 fiscal year (with appropriate additional notification to District voters regarding the anticipated details of the work to be given in connection with the District’s regular budget approval process), so that such Project may be initiated and completed (assuming voter approval of the District's proposed budget) during the District’s 2019-2020 fiscal year; and be it further

RESOLVED, that this resolution shall take effect immediately.

c. Moved by _______ and seconded by _______ that, upon the recommendation of the Superintendent, the Westfield Academy and Central School District Board of Education hereby approves the Property Tax Report Card as presented. (enclosure #5)

d. Moved by _______ and seconded by _______ that, upon the recommendation of the Superintendent, the Westfield Academy and Central School District Board of Education hereby approves the 2019-20 budget as presented.

e. Moved by _______ and seconded by _______ that, upon the recommendation of the Superintendent, the Westfield Academy and Central School District Board of Education hereby approves the car wash fundraiser by the volleyball team on June 23, 2019 at Walmart in Dunkirk.

f. Personnel Items:

1. Moved by ______ and seconded by _______ that, upon the recommendation of the Superintendent, the Board of Education of the Westfield Academy and Central School District appoints Marilyn Knappenberger as Chairperson for the 2019-20 Annual Meeting to be held on May 21, 2019.

2. Moved by ______ and seconded by _______ that, upon the recommendation of the Superintendent, the Westfield Academy and Central School District Board of Education hereby approves Doug and Karen Belondo as chaperones for the April 11-14 Band trip.

3. Moved by ______ and seconded by _______ that, upon the recommendation of the Superintendent, the Westfield Academy and Central School District Board of Education hereby approves Alecia Gerdy as a substitute cleaner, effective March 27, 2019.

4. Recommendation by the Superintendent to approve the following election inspectors for the May 21, 2019 Annual Meeting and Board of Education Election:
Kathy Best, Elena Marsala, Glenna Brown, Marjorie Carlson, Barbara Kittle, and Kimberly Raynor - Poll Site Coordinator.

5. Recommendation from the Superintendent to accept, with regret, the resignation of Ivana Hite, from the title of Middle School/High School Principal, for the purposes of retirement, effective September 30, 2019. Ivana will have 32 years of service with the district.

9.0 Board Member Commentary

10.0 Recess into Executive Session, if needed.

11.0 Adjournment

ENCLOSURES – REGULAR MEETING – April 8, 2019

ENCLOSURES FOR REGULAR AGENDA ITEMS:
1. Wall of Fame Information
2. CCSBA Letter
3. Policy #7522
4. Board Minutes of 3/25/19 Supplemental Board Meeting
5. Property Tax Report Card

EXECUTIVE SESSION ENCLOSURES:
None

UPCOMING MEETINGS
- 4/16/19 Tuesday, BOCES Administrative Budget Vote and BOCES Board Member Election 5:00 p.m., Large Group Instruction Room
- 5/7/19 Monday, Public Hearing on WACS’ 2019-20 Budget, 6:00 p.m., Large Group Instruction Room
- 5/13/19 Monday, Regular Business Meeting, 7:00 p.m., Large Group Instruction Room
- 5/21/19 Tuesday, Budget Vote/BOE Elections, 2:00p.m. – 8:00 p.m., WACS
- 5/21/19 Tuesday, Special Meeting to accept voting results, 8:15 p.m., WACS

UPCOMING EVENTS

<table>
<thead>
<tr>
<th>DATE</th>
<th>ACTIVITY</th>
<th>TIME</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/22/19</td>
<td>Board Petitions Due</td>
<td>5:00 p.m.</td>
<td>District Office</td>
</tr>
<tr>
<td>5/2/19</td>
<td>Senior Citizens’ Breakfast/ Friend of Education Award Presented</td>
<td>9:15 a.m.</td>
<td>Cafeteria</td>
</tr>
<tr>
<td>5/8/19</td>
<td>PRISM Concert</td>
<td>7:15 p.m.</td>
<td>Auditorium</td>
</tr>
<tr>
<td>5/21/19</td>
<td>WACS Concert: Band 5, Voice Class, Westwinds</td>
<td>7:15 p.m.</td>
<td>Auditorium</td>
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WESTFIELD ACADEMY
AND
CENTRAL SCHOOL

WALL OF FAME

MARCH 2019

Westfield Academy and Central School
203 East Main Street
Westfield, New York 14787
716/326-2151
www.wacs.wnyric.org
Excellence in Education
Introduction
The Westfield Academy and Central School Wall of Fame honors individuals whose character, leadership, and service exemplify outstanding achievement in their life’s work.

Purposes
The purposes of the Wall of Fame are:
1) To honor Westfield Academy and Central School graduates who have distinguished themselves in a career or field, athletics, community involvement, or in activities which merit special recognition.
2) To provide positive role models to our students.
3) To instill a sense of pride in our community.

Selection Criteria
1) The recipient must have graduated from the Westfield Academy and Central School District at least ten (10) years prior to nomination.
2) The recipient has distinguished her/himself in a career or field, athletics, community involvement or in activities which merit special recognition.
3) The recipient demonstrates exemplary qualities of character, leadership, and service.

Selection Procedure
1) The sponsor must complete the Wall of Fame Questionnaire on the behalf of the nominee and return it to the District Office by June 1.
2) The District Office will retain all nominations indefinitely and nominees will be considered each year for induction.
3) No more than five (5) inductees will be admitted per year.
4) The selection committee will be comprised of present/former teachers, parents, administrators, community members, and alumni.
5) There will be nine (9) members on the selection committee, as follows:
   a. Three (3) teachers*
   b. Three (3) community members**
   c. One (1) Athletic Director or coach
   d. One (1) School Counselor or Pupil Personnel Services (PPS) representative
   e. One (1) Administrator
      * Any combination of three (3) teachers and/or community members will serve after the first year of the program.
      **Alumni on the Wall of Fame will serve after the first year of the program.
6) Nominees must receive votes from at least two-thirds of the committee members.

Recognition of Inductees
1) Induction will be held at a Westfield Academy and Central School Homecoming Event.
2) The inductee’s name and picture will appear on a Wall of Fame plaque which will be displayed in Westfield Academy and Central School.
3) A personal plaque will be presented to the inductee at a Homecoming Event.
Westfield Academy and Central School  
Wall of Fame Nomination Form  
(Page 1)

Nominee Information

Name______________________________________________

Address_________________________________________

Telephone Number________________________________

Email Address____________________________________

Graduation Year___________________________________

Sponsor Information

Name______________________________________________

Address_________________________________________

Telephone Number________________________________

Email Address____________________________________

Sponsor’s Signature________________________________

Date____________________________________________

Information for the Sponsor

1) Please complete the application with the write up on the following page and return it to the District Office at Westfield Academy and Central School.
2) Please provide supporting documentation, pertinent materials, pictures, press clippings, and letters of recommendation.
3) Items will not be returned to the sponsor.
4) The District Office will retain all nominations indefinitely.
5) All applications are strictly confidential.

Send completed Nomination Forms to:
Westfield Academy and Central School  
District Office  
203 East Main Street  
Westfield, New York 14787
Nominee Information

Name__________________________________________

Please provide a description of the nominee’s achievements, affiliations, appointments, awards, career milestones, civic involvement, history, honors, professional background, memberships, and recognition. Attach supporting materials as needed.
Date  
Name  
Address  
City, State, Zip Code  

Dear...  

Congratulations! You have been selected by Westfield Academy and Central School for induction into the inaugural Westfield Academy and Central School Wall of Fame.  

Westfield Academy and Central School is recognizing alumni whose character, leadership, and service exemplify outstanding achievement in their life’s work.  

Beginning in the fall of 2019, we will honor inductees by placing a plaque with their names and pictures in the Wall of Fame, which will be located at Westfield Academy and Central School. In addition, inductees will receive personalized plaques at an event held during Homecoming Week of 2019.  

A representative from the Wall of Fame will contact you with further information.  

Again, congratulations on your selection for induction into the Wall of Fame Class of 2019 at Westfield Academy and Central School.  

Sincerely,  

Wall of Fame Committee
TO: Board Presidents, Superintendents, District Clerks

RE: CCSBA Executive Committee Members – Balloting

DATE: April 3, 2019

FROM: Raymond J. Fashano, Executive Director

There are four (4) expired terms on the CCSBA Executive Committee this year.

- Todd Beckerink, Falconer
- Cristina Gegenschatz, Fredonia
- Tom DeJoe, Brocton
- Martha Howard, Silver Creek

Todd and Cristina are standing for re-election.

Tom and Martha are not seeking re-election. We thank them both for their many years of service to CCSBA.

The Nominating Committee, under the chairmanship of Jeanne Oag, is pleased to present the following nominees for your consideration:

- Todd Beckerink, Falconer
- Cristina Gegenschatz, Fredonia
- Larry Lodestro, Frewsburg
- Melissa Seavey, Brocton

We would request that the Board of Education cast its ballot and that the Board President or District Clerk complete the enclosed Ballot Certification and return it in a sealed envelope clearly labeled “OFFICIAL BALLOT” to the attention of Pam Brown, CCSBA Administrative Assistant, P. O. Box 33, Panama, NY 14767 or via email with the subject line of “OFFICIAL BALLOT” to ccsba7@gmail.com no later than Monday, April 26, 2019.

Results of the balloting will be announced at the Honors/Annual Meeting on Thursday, May 23, 2019 at the Williams Center, SUNY Fredonia Campus, Fredonia, NY. If you have any questions, please do not hesitate to contact me at 484-1697 or you may contact Pam Brown at 782-4688.

Thank you for your attention to this matter.

Attach.
OFFICIAL BALLOT FOR ELECTION OF MEMBERS TO THE EXECUTIVE COMMITTEE FOR THE CHAUTAUQUA COUNTY SCHOOL BOARDS ASSOCIATION

There are two vacancies on the Executive Committee of the Chautauqua County School Boards Association to be filled for the 2019-21 term. Each member school district board of education may cast ONE vote as provided by CCSBA Constitution/Bylaws.

EXECUTIVE COMMITTEE MEMBERS

Term effective – July 1, 2019 through June 30, 2021

Please vote for four (4) by placing an X next to the name:

Todd Beckerink (Falconer) 2nd term

Cristina Gegenschatz (Fredonia) 2nd term

Larry Lodestro (Frewsburg) 1st term

Melissa Seavey (Brocton) 1st term

CERTIFICATION:

I, ________________________________, do hereby certify that the Board of Education of the ____________________________ Central School District casts its vote in the annual election of members of the CCSBA Executive Committee for the persons indicated above on this ballot for the 2019-21 terms.

Date ____________________ Signature __________________________

Title or Position __________________________

Please return casted vote to Pam Brown via regular mail or email by Friday, April 26, 2019.
SUBJECT: CONCUSSION MANAGEMENT

The Board recognizes that concussions and head injuries are the most commonly reported injuries in children and adolescents who participate in sports and recreational activities. The physical and mental well-being of District students is a primary concern. As such, the District supports the proper evaluation and management of concussion injuries.

A concussion is a mild traumatic brain injury (MTBI) that occurs when normal brain functioning is disrupted by a blow or jolt to the head or body that causes the head and brain to move rapidly back and forth. Recovery from concussion and its symptoms will vary. Avoiding re-injury and over-exertion until fully recovered are the cornerstones of proper concussion management.

Concussion Management Team (CMT)

The District is authorized, at its discretion, to establish a Concussion Management Team (CMT) which may be composed of the certified athletic director, a school nurse, the school physician, a coach of an interscholastic team, a certified athletic trainer or such other appropriate personnel as designated by the District. The CMT will oversee and implement the District's concussion policy, including the requirement that all school coaches, physical education teachers, nurses, and certified athletic trainers who work with and/or provide instruction to pupils engaged in school-sponsored athletic activities complete training relating to MTBIs. Furthermore, every CMT may establish and implement a program which provides information on MTBIs to parents and persons in parental relation throughout each school year.

Staff Training/Course of Instruction

Each school coach, physical education teacher, school nurse, and certified athletic trainer who works with and/or provides instruction to students in school-sponsored athletic activities will complete a course of instruction every two years relating to recognizing the symptoms of concussions or MTBIs and monitoring and seeking proper medical treatment for students who suffer from a concussion or MTBI.

Components of the training will include:

a) The definition of MTBI;

b) Signs and symptoms of MTBI;

c) How MTBIs may occur;

d) Practices regarding prevention; and

e) Guidelines for the return to school and school activities for a student who has suffered an MTBI, even if the injury occurred outside of school.

(Continued)
SUBJECT: CONCUSSION MANAGEMENT (Cont'd.)

The course can be completed by means of instruction approved by State Education Department (SED) which include, but are not limited to, courses provided online and by teleconference. The CMT will utilize a the District's existing system to document all required training and professional development for District staff. Upon completion of the training each year, staff will forward their course completion certificate to the appropriate staff for entry into the system. The system will also use an email to remind staff of the need to complete the training each year. Because concussion symptoms may manifest themselves in any setting, all school staff will be encouraged to take the online training and be alert for students who may display or report concussion symptoms.

Information to Parents and Students

The District will include the following information on MTBI's or concussions in any permission or consent form or similar document that may be required from a parent or person in parental relation for a student's participation in interscholastic sports. Similar information will be provided to all students when they sign up for participation in sports and/or through information provided in physical education, health or mental health classes. Information will include:

a) The definition of MTBI;
b) Signs and symptoms of MTBI;
c) How MTBI's may occur;
d) Practices regarding prevention; and
e) Guidelines for the return to school and school activities for a student who has suffered an MTBI, even if the injury occurred outside of school.

The District will provide a link on its website to this list of information from the SED's and Department of Health's websites.

Identification of Concussion and Removal from Athletic Activities

The District requires the immediate removal from all athletic activities of any student who has sustained, or is believed to have sustained, a MTBI or concussion. Any student demonstrating signs, symptoms, or behaviors consistent with a concussion while participating in a class, extracurricular activity, or interscholastic athletic activity will be removed from the class, game, or activity and must be evaluated as soon as possible by an appropriate health care professional. This removal must occur based on display of symptoms regardless of whether the injury occurred inside or outside of school. If there is any doubt as to whether the student has sustained a concussion, it will be presumed that the student has been injured until proven otherwise. The District will notify the student's parents or guardians and recommend appropriate evaluation and monitoring.

(Continued)
SUBJECT: CONCUSSION MANAGEMENT (Cont’d.)

The District may allow credentialed District staff to use validated neurocognitive computerized testing as a concussion assessment tool to obtain baseline and post-concussion performance data. These tools are not a replacement for a medical evaluation to diagnose and treat a concussion. The District must seek authorization from the parent/guardian prior to the testing. Additionally, parents/guardians should be given a copy of the results upon request.

Return to School Activities and Athletics

The student will not return to physical activity (including athletics, physical education class, and recess) until he or she has been symptom-free for at least 24 hours, and has been evaluated and received written authorization from a licensed physician. In accordance with Commissioner’s regulations, the District's Medical Director will give final clearance on a return to activity for extra-class athletics. All authorizations will be kept on file in the student’s permanent health record. The standards for return to athletic activity will also apply to injuries that occur outside of school. School staff should be aware that students may exhibit concussion symptoms caused by injuries from outside activities and that these visible symptoms also indicate a removal from play.

The District will follow any directives issued by the student’s treating physician with regard to limitations and restrictions on school and athletic activities for the student. The District will also develop a coordinated communication plan among appropriate staff to ensure that the treating physician’s orders for post-concussion management are implemented and followed. The school nurse will work to ensure that all the necessary staff get the information they need to care for and work with the injured student.

The District’s Medical Director and other licensed healthcare professionals employed by the District may will also formulate a standard protocol for treatment procedure and treatment plan to be utilized by District staff who may respond to of students or staff with possible concussions during the school day.

In accordance with SED guidelines, this policy will be both reviewed periodically and updated as necessary periodically in accordance with SED guidelines. The Superintendent, in consultation with the District’s Medical Director and other appropriate staff, may develop regulations and protocols for strategies to prevent concussions, the identification of concussions, and procedures for removal from and return to activities or academics.

Education Law § 305(42)
8 NYCRR §§ 135.4 and 136.5
Guidelines for Concussion Management in the Schools Setting, SED Guidance Document, June 2012
Minutes
March 25, 2019

Supplemental Business Meeting
Board of Education
LGI – 7:00 PM

Members Present: Brenda Backus, Steve Cockram
Wendy Dyment, Marie Edwards
Phyllis Hagen (7:04), Deanne Manzella

Members Absent: Eric Allen
Others Present: David Davison, Ivana Hite, Mary Rockey, Marilyn Knappenberger, Tom Tarpley,
Robert Dyment, Amy Webb, David Prenatt (Westfield Republican)(7:08), Debra Prenatt (7:08), Brock
Schuster, Lauren Ryan

Board President Steve Cockram called the Regular Business Meeting to order at 7:01 PM and led the assembled in the Pledge of Allegiance to the Flag.

Moved by Steve Cockram and seconded by Deanne Manzella to appoint David Davison as district clerk pro tempore. (The motion carried 5-0)

2.0 Presentation:
2.1 Budget Study Session #4 – Revised Three Part Budget

Mr. Davison reviewed the revised three-part budget. He highlighted significant decreases and increases. At this point, there is a projected 0% tax increase. Mr. Davison does not anticipate NYS having an on time budget. The budget hearing will be held on May 7th at 6:00 pm. The budget vote will be held on May 21st.

3.0 Public Comment on Budget

Mr. Tarpley commented that it was wonderful to see a flat budget or potential decrease in the budget this year. He feels the budget will be well received by the community.

4.0 Information and Discussion Items
4.1 Communications to the Board
   a. E2CCB Board Room Report
      No Comments

4.2 Discussion Items
   a. Budget Information
      No Comments

   b. 2019-20 School Calendar
      The coloring of the school calendar is nice except the color for the NYS Grades 3-8 Exams blends with the highlighted holidays.

   c. BOCES Board member election date April 16th.
5.0 Consensus Items:
   5.1 There was no request to withdraw a specific consensus item.

   5.2 Moved by Phyllis Hagen and seconded by Marie Edwards the approval of the following Consensus Items: (The motion carried 4-2, Wendy Dyment and Deanne Manzella opposed)

   a. Approval of the amended minutes of the Regular Business Meeting of March 11, 2019.

   b. Acceptance of the recommendations from the Committee on Special Education and Committee on Preschool Special Education dated March 7, 2019 through March 20, 2019.


   e. Financial Reports
   1. Acceptance of Warrant:

      | Number | General   | Cafeteria | Federal | TA        |
      |--------|-----------|-----------|---------|-----------|
      | 37     | $758,666.79 | $8,450.23 | $44.97  | $36,482.51 |
      | 40     | $61,346.85  | $8,328.62 | $11,360.00 | $3,283.50  |

   2. Acceptance of Payrolls:

      | Date    | General   | Cafeteria | Federal |
      |---------|-----------|-----------|---------|
      | 2/27/2019 | $340,180.57 | $6,921.08 | $29,234.94 |
      | 3/13/2019 | $335,722.28 | $4,833.60 | $29,980.33 |

   3. Acceptance of prior Claim’s Auditor Reports.

6.0 Public Comment
   None

7.0 Action Items
   New Business
   a. Moved by Marie Edwards and seconded by Phyllis Hagen that, upon the recommendation of the Superintendent, the Board of Education of the Westfield Academy and Central School District hereby approves the 2019-20 District Calendar as presented. (The motion carried 6-0)

   b. Moved by Wendy Dyment and seconded by Marie Edwards that, upon the recommendation of the Superintendent, the Board of Education of the Westfield Academy and Central School District
hereby approves the combined Boys Swim team with the Brocton CSD and Dunkirk City Schools at Dunkirk for the 2019-20 season. (The motion carried 6-0)

c. Moved by Phyllis Hagen and seconded by Marie Edwards that, upon the recommendation of the Superintendent, the Board of Education of the Westfield Academy and Central School District hereby approves the combined Indoor Track team with the Fredonia CSD at Fredonia for the 2019-20 season. (The motion carried 6-0)

d. Moved by Phyllis Hagen and seconded by Marie Edwards that, upon the recommendation of the Superintendent, the Board of Education of the Westfield Academy and Central School District hereby declares the pole vault standards obsolete and approves the donation of the pole vault standards to the Fredonia Central School District. (The motion carried 6-0)

e. Personnel Item (s)

1. Moved by Phyllis Hagen and seconded by Marie Edwards that, upon the recommendation of the Superintendent, the Board of Education of the Westfield Academy and Central School District hereby approves Kellie Rivera as a substitute clerical worker, effective March 26, 2019. (The motion carried 6-0)

2. Moved by Deanne Manzella and seconded by Marie Edwards that, upon the recommendation of the Superintendent, the Board of Education of the Westfield Academy and Central School District hereby appoints DeAnn Shelters as the District’s liaison for distribution of substance abuse information. (The motion carried 6-0) Mrs. Manzella thanked DeAnn Shelters for volunteering to take on the additional duty.

3. Moved by Deanne Manzella and seconded by Phyllis Hagen that, upon the recommendation of the Superintendent, the Board of Education of the Westfield Academy and Central School District hereby approves Brenna Culbreth as a substitute teacher’s aide, substitute teaching assistant, and uncertified substitute teacher, effective March 26, 2019, as amended. (The motion carried 6-0)

8.0 Mrs. Manzella shared that she had heard many comments regarding the production of Newsies in other communities before the production. She was amazed that different communities were talking about it leading up to the production. It was a wonderful show and the cast did a nice job. Mrs. Manzella also congratulated the basketball athletes who received the scholar athlete awards.
Supplemental Business Meeting
March 25, 2019

Mr. Cockram was impressed by the production of Newsies. It seemed more ambitious and the cast nailed it.
Mr. Cockram reminded fellow board members that the Superintendent's evaluation would be on April 22nd. The evaluation forms will be distributed soon.
Mr. Cockram thanked the WTA for the timely notification of retirees so adjustments could be made to the budget.

Mrs. Edwards inquired how many Board of Education applicant packets were handed out. Mr. Davison said two so far. Packets must be turned in by April 22nd by 5:00 pm if a community member would like to run for a board seat.

Mrs. Edwards also thanked the retirees for the advanced notice, so the interview process could start sooner rather than later.

Dr. Rockey spoke about the interview process and applications received so far. She has formed two committees, consisting of 5 members for the interview process. The applicants will have a 3-part interview; meet and greet interview, teach an assigned lesson in a classroom, and meet with the Superintendent. There are many applicants for the vacant positions.

9.0
Moved by Phyllis Hagen, seconded by Deanne Manzella, to adjourn to Executive Session at 7:35 pm for the purpose of contract negotiations, pending litigation, and personnel discussion. (The motion carried 6-0)

Moved by Phyllis Hagen, seconded by Marie Edwards, to return to Regular Session at 7:59 pm. (The motion carried 6-0)

10.0
Moved by Marie Edwards, seconded by Phyllis Hagen, to adjourn the March 25, 2019, Westfield Board of Education meeting at 7:59 pm.
(The motion carried 6-0.)

Respectfully Submitted,

[Signature]

David Davison, District Clerk pro tempore
Please use Chrome or Firefox browsers when entering the Business Portal to complete the PTRC. Internet Explorer is NOT recommended.

Note: Some data elements of the Property Tax Report Card have been revised or renamed to more closely follow the Property Tax Cap calculations districts complete on the Office of the State Comptroller website. Please see the Help text above for definitions. Additional guidance on the Property Tax Levy Limit is available on the Office of Educational Management Services website: http://www.p12.nysed.gov/mgtser/propertytax/taxcap/.

Please also submit an electronic version (PDF or Word) of your school district's 2019-20 Budget Notice to: emscmgts@nysed.gov. This will enable us to help correct any formula or data entry discrepancy quickly.

Form Due - April 29, 2019

Form Preparer Name: DAVID CHAMBERS
Preparer's Telephone Number: 716-326-2151

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<th>Shaded Fields Will Calculate</th>
<th>Budgeted 2018-19 (A)</th>
<th>Proposed Budget 2019-20 (B)</th>
<th>Percent Change (C)</th>
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<tbody>
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<td>Total Budgeted Amount, not including Separate Propositions</td>
<td>16,472,418</td>
<td>16,470,518</td>
<td>-0.01 %</td>
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<td>A. Proposed Tax Levy to Support the Total Budgeted Amount¹</td>
<td>6,105,926</td>
<td>6,105,326</td>
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<tr>
<td>B. Tax Levy to Support Library Debt, if Applicable</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>C. Tax Levy for Non-Excludable Propositions, if Applicable²</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D. Total Tax Cap Reserve Amount Used to Reduce Current Year Levy, if Applicable</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E. Total Proposed School Year Tax Levy (A+B+C-D)</td>
<td>6,105,926</td>
<td>6,105,326</td>
<td>0.00 %</td>
</tr>
<tr>
<td>F. Permissible Exclusions to the School Tax Levy Limit</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>G. School Tax Levy Limit, Excluding Levy for Permissible Exclusions³</td>
<td>6,105,926</td>
<td>6,239,965</td>
<td></td>
</tr>
<tr>
<td>H. Total Proposed Tax Levy for School Purposes, Excluding Permissible Exclusions and Levy for Library Debt, Plus Prior Year Tax Cap Reserve (E-B-F+D)</td>
<td>6,105,926</td>
<td>6,105,926</td>
<td></td>
</tr>
<tr>
<td>I. Difference: (G-H);(negative value requires 60.0% voter approval)⁴</td>
<td>0</td>
<td>133,739</td>
<td>0.59 %</td>
</tr>
<tr>
<td>Public School Enrollment</td>
<td>683</td>
<td>687</td>
<td>2.44 %</td>
</tr>
<tr>
<td>Consumer Price Index</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

¹ Include any prior year reserve for excess tax levy, including interest.

² Tax levy associated with educational or transportation services propositions are not eligible for exclusion under the School Tax Levy Limit and may affect voter approval requirements.

³ For 2019-20, includes any carryover from 2018-19 and excludes any tax levy for library debt or prior year reserve for excess tax levy, including interest.
## Schedule of Reserve Funds

<table>
<thead>
<tr>
<th>Reserve Type</th>
<th>Reserve Name</th>
<th>Reserve Description</th>
<th>3/31/19 Actual Balance</th>
<th>6/30/19 Estimated Ending Balance</th>
<th>Intended Use of the Reserve in the 2019-20 School Year (Limit 200 Characters)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital</td>
<td>CAPITAL RESERVE</td>
<td>For the cost of any object or purpose for which bonds may be issued.</td>
<td>0</td>
<td>500,000</td>
<td>Future Project</td>
</tr>
<tr>
<td>Repair</td>
<td></td>
<td>For the cost of repairs to capital improvements or equipment.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Workers</td>
<td>Compensation</td>
<td>For self-insured Workers Compensation and benefits.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unemployment</td>
<td>RESERVE FOR UNEMPLOYMENT</td>
<td>For reimbursement to Unemployment Insurance Fund.</td>
<td>196,592</td>
<td>196,592</td>
<td>To Offset any unemployment expenditures</td>
</tr>
<tr>
<td>Reserve for Tax Reduction</td>
<td></td>
<td>For the gradual use of the proceeds of the sale of school district real property.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mandatory Reserve for Debt Service</td>
<td>DEBT SERVICE REPAIR</td>
<td>For proceeds from the sale of district capital assets or improvement, restricted to debt service.</td>
<td>176,931</td>
<td>176,913</td>
<td>To pay for outstanding obligations</td>
</tr>
<tr>
<td>Insurance</td>
<td></td>
<td>For liability, casualty, and other types of uninsured losses.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property Loss + (add)</td>
<td></td>
<td>To cover property loss.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Liability</td>
<td></td>
<td>To cover incurred liability claims.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tax Certiorari</td>
<td>TAX CERTIORARI</td>
<td>For tax certiorari settlements.</td>
<td>83,262</td>
<td>83,262</td>
<td>For Tax Certiorari Settlements</td>
</tr>
</tbody>
</table>
Reserve for Insurance Recoveries  

RESERVE FOR INSURANCE  

For unexpended proceeds of insurance recoveries at fiscal year end.  

250,430 250,430  

Insurance Obligations

Employee Benefit Accrued Benefit Liability  

EMPLOYEE BENEFIT RESERVE  

For accrued 'employee benefits' due to employees upon termination of service.  

1,499,657 1,499,657  

For accrued benefits payable upon retirement

Retirement Contribution  

RETIREMENT CONTRIBUTIONS  

For employer retirement contributions to the State and Local Employees' Retirement System.  

612,050 612,050  

For employee retirement contributions

Reserve for Uncollected Taxes  

For unpaid taxes due certain city school districts not reimbursed by their city/county until the following fiscal year.

Single Other Reserve  

+ (add)  

* NYSED Reserve Guidance:  

OSC Reserve Guidance:  
http://osc.state.ny.us/localgov/pubs/listacctg.htm#reservefunds

**Provide a brief, but specific, statement of the planned use and appropriation for the reserve in SY 2019-20. Mention any capital expenditures that will need to be voted upon in the upcoming Budget Vote.